

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name/Administrator's Title],

Subject: Request for School Records

I hope this letter finds you well. I am writing to formally request copies of my academic records from [School Name].

I am a former/current student of [Grade/Class] from [Start Year] to [End Year]. My date of birth is [Your Date of Birth] and my student ID was [Your Student ID, if applicable].

I would like to request the following documents:

1. Transcripts
2. Attendance Records
3. Any other relevant academic records

Please send the requested documents to my address above or via email at [Your Email Address]. If there are any fees associated with this request, please let me know beforehand.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]